



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Senior Accounting Officer (Specialist)
Position Number	415-001-4567-001
CB Identifier	R01
Working Title	Grants Financial Analyst
Division / Unit	Administrative Services / Financial Operations
Incumbent Name	
Assigned Location	Auburn, CA
Supervisor/Manager	Katie Shively, Senior Accounting Officer (Supervisor)
Tenure	Permanent Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	No

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.

GENERAL DESCRIPTION

The reporting location for the position is at the Sierra Nevada Conservancy (SNC or Department) Headquarters Office located in Auburn, CA. Working under general direction, the Senior Accounting Officer (Specialist) (SAOS) independently performs the more difficult accounting duties in the establishment and maintenance of accounts and financial records, such as accounting records for funds administered by the Department; prepare, review and analyze complex financial reports, statements, accounts and records; maintains the General Ledgers; reconciles the General Ledger to SCO; reviews expenditures against allotments; including a variety of professional, complex, and analytical tasks to support SNC's local assistance and reimbursable programs. Overtime during peak periods, such as fiscal year-end, may be required.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

30% (E) – Grant Financial Administration (Some duties may not be telework-eligible)

Maintains records, tracks, and reports on balances, and resolves issues and problems in the monitoring of various appropriations and encumbrances.

- Responsible for the establishment, maintenance, and reporting of financial records for special funds, bond funds, federal funds and state funds.
- Monitors fund balances and processes all reimbursement requests that come into the Department from grantees.
- Coordinates with program staff, accounting staff, and grantees to ensure expenditures are approved by appropriate staff and are in compliance with the agreement, state policies, and the Department's grant guidelines.



- Advises the Grants & Reimbursement team and area representatives regarding payable grant agreement issues including grant budgets, advances, and amendments.
- Maintains accurate project account records and files documentation in accordance with bond accountability guidelines, and ensures grant file financials are in audit compliance.
- Maintains inventory of grants and submits retention schedules in compliance with SAM, chapter 1600.
- Performs the financial tracking, reporting, and encumbering for all grants issued against SNC's General Fund, Federal fund, Bond funds, and/or Special Funds.
- Establishes and maintains the financial records for various grants in accordance with the State Administrative Manual (SAM) and audit requirements
- Works closely with Contracted Fiscal Services (CFS), SNC staff, and project leads for payment processing, expenditure tracking, and record keeping.
- Regularly reconciles and analyzes FI\$Cal reports on various fund expenditures against internal tracking sheets to mitigate variances and validate the accuracy of expenditure postings.

25% (E) – Accounts Receivable Grants

Recovers reimbursable funds and ensures grantees and subcontractors are paid.

- Creates and maintains reimbursement account records for monies received from state and federal grants and agreements; creates and maintains monthly revenue accounts; develops invoices to recover costs associated with provided services; reconciles and prepares monthly Schedule of Reimbursements reports; and tracks, analyzes, and performs collection activities related to delinquent accounts.
- Compiles payroll and expense documentation required for completion and submission of billing to parent grants for reimbursement of staff salaries, benefits, and subgrant expenses associated with the administration and project management of the grants.
- Establishes and maintains account ledgers, recording all reimbursement fund requests, monitors grant balances and outstanding accounts receivables.
- Coordinates with CFS Accounts Receivable staff for submitting accounts receivable forms for billings, checks received for deposit, and process subgrant reimbursements from funds received from parent grant.
- Coordinate collection of delinquent accounts receivable items according to SAM section 8293.

20% (E) – Technical

Functions as a Super User on the FI\$Cal Accounting System and for ABCRS.

- Utilizes, develops, enhances, maintains, and updates various departmental databases, spreadsheets, SharePoint, and other software programs as required
- Provides support for the setup and maintenance of bond-funded projects in FI\$Cal project and purchasing modules, and inventory of grants and retention schedules in compliance with SAM, Chapter 1600.



- Pull data to complete reconciliation. This includes FI\$Cal reports, SCO reports, project worksheets submitted for federal, state, and other expenditure reimbursement.
- Review receivables, payables, and projected cash flow. Review FI\$Cal and SCO reporting for journal entries, cash receipts, remittance advices, and expenditures stated for correct coding.

10% (E) – Bond Fund Reporting

Responsible for departmental fiscal control activities for local assistance bond funds; consults and coordinates with the budget office.

- Monitors, compiles, displays, and coordinates bond fund reporting for State Bond Units and State Treasurer's Office (STO).
- Primary responsibility for updating and managing project information in Agency Bond Consolidated Reporting System (ABCRS).
- Submits and follows up on approval requests via ABCRS from STO to initiate grants.
- Manages tax compliance reporting and bond sale tax certifications for local assistance bond funds, responding to inquiries and requests from state bond units.

10% (M) – Administrative Support

Receives, coordinates, and processes all Supplier Advance Requests (SAR) for SNC. Maintains SAR log, forms, and communicates with the employee, vendor, and accounting. Ensures the SAR meets all state and internal policy requirements and notifies Budget Analyst when requests exceed budgeted amounts.

5% (M) – Miscellaneous Activities

Responds to general calls and emails, attends staff meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

Other analysis and projects related to accounting functions, as required.

SUPERVISION RECEIVED

The SAOS is supervised by the Senior Accounting Officer (Supervisor) but may receive assignments from other members of the management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs as is determined at SNC's sole discretion.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; can act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Travel may be required (including driving or riding in a vehicle) and may require incumbent to be outdoors, occasionally walking on uneven terrain. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.



EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name _____

Employee Signature _____

SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name Katie Shively

Supervisor Signature _____